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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



March 22, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO.22

To: Branch and Division Chiefs and Regional Administrators
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Procedure for Obtaining Dun and Bradstreet Reports

We have had numerous inquiries regarding a service through which financial reports on commercial concerns or private individuals can be obtained. The Department Library has a contract with Dun and Bradstreet whereby reports are obtained at a substantial discount. FDA may share in this arrangement but all requests must be submitted to the Reproduction and Distribution Section of this Division, which in turn will transmit them to the Library. There will be no charge to the requisitioning office as the cost will be paid from an allotment to this Division.

The requests should be in memorandum form and contain the name of the concern or individual on which the report is desired, together with the nature of the business in which he is engaged, and the business location (street number, town or county and state). Also show the name and location of the person requesting the report and the required delivery date.

Needs should be anticipated so that a week or ten days will be allowed for obtaining the reports. Where emergent situations arise and needs cannot be anticipated we have arranged with field representatives of Dun and Bradstreet to furnish reports without charge to our field offices upon direct request. This is a tentative arrangement and care should be used in taking advantage of it as the privilege might be revoked if it is abused. Whenever exceptions are made to the usual procedure, field offices must furnish the Reproduction and Distribution Section a statement at the end of the month showing the free reports furnished and the Dun and Bradstreet office furnishing them.

F. J. Hughes

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1950-1951

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The University of Chicago is a private research university located in Chicago, Illinois. It was founded in 1837 and is one of the oldest and most prestigious universities in the United States. The university is known for its strong emphasis on research and its commitment to academic excellence. It has a long history of producing world-class scholars and leaders in various fields of study. The university's campus is located in the Hyde Park neighborhood of Chicago and is home to a large and diverse student body. The University of Chicago is a member of the Association of American Universities and is ranked among the top universities in the world.

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 13, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 22
Supplement 1

To: Branch and Division Chiefs and Regional Directors
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Procedure for Obtaining Dun and Bradstreet Reports

The last paragraph of Administrative Services Division memorandum No. 22, issued March 22, 1943, outlined a procedure to be followed by field offices in securing Dun and Bradstreet reports to care for emergent situations which can not be met by following the instructions contained in the first two paragraphs. Several of our field offices, however, have experienced considerable difficulty in securing such reports under these emergency arrangements. The problem has been discussed with the officials of Dun and Bradstreet and they have proposed the following means for making available to our field offices such of their reports as may be required for immediate use.

In the future all employees of this Administration requiring a report for use in the conduct of their official work, may visit any of the Dun and Bradstreet field offices and by properly identifying themselves as employees of the Department of Agriculture, read any report or reports in which they are interested. Such field employees will be required to sign a Traveler's Ticket before the desired report will be made available for reading. This ticket will then be sent together with a copy of the report to Washington where it will be recorded and forwarded to the person signing the Traveler's Ticket.

For the convenience of our own employees, the Dun and Bradstreet field offices and this Division it is important that all persons having occasion to request Dun and Bradstreet reports be acquainted with the contract number under which this service is available. The number is 61-1416 M and should be mentioned whenever applying for permission to read a report.

The procedure outlined in the Administrative Services Division Memorandum 22 dated March 22, 1943 in so far as it relates to procurement of reports not of an emergency nature, is still to be followed.

F-879

F. J. Hughes

